



"No country can ever truly flourish if it stifles the potential of its women and deprives itself of the contributions of half of its citizens." - Michelle Obama

## Community Reading Project

Read Share Discuss



"It's time to rebuild the world for the diverse women who live in it now, more freely, than ever before." - R. Traister

# Lecture with Rebecca Traister

Tuesday, March 13, 2018

7:00pm-9:00pm, Kirkhof Center, Grand River Room

Doors open at 6:00pm, book signing will follow the lecture. Free and open to the public!

REBECCA TRAISTER  
ALL THE  
SINGLE LADIES



UNMARRIED WOMEN  
AND THE RISE OF AN  
INDEPENDENT NATION

LIB 100/201  
Approved!



CRP Event information: [www.gvsu.edu/read](http://www.gvsu.edu/read)  
Follow us on Facebook and join our discussion  
about Feminism!   
[integrative@gvsu.edu](mailto:integrative@gvsu.edu) or call 616-331-8200



Sponsored by  
Brooks College of  
Interdisciplinary Studies  
GVSU Libraries  
Herrick Public Library  
Office of the Provost  
Frederik Meijer Honors College  
Student Services Office  
Office of Inclusion & Equity



## Brooks College Office of Integrative Learning and Advising

## Faculty Advising Guide 2017-2018

### Contact Information

The Brooks College Office of  
Integrative Learning and Advising  
133 Lake Michigan Hall, Allendale, MI 49401  
Phone: (616) 331-8200 Fax: (616) 331-8711  
Email: [integrative@gvsu.edu](mailto:integrative@gvsu.edu)  
[www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning)



GRAND VALLEY  
STATE UNIVERSITY  
THE BROOKS COLLEGE  
OFFICE OF INTEGRATIVE  
LEARNING AND ADVISING  
[INTEGRATIVE@GVSU.EDU](mailto:INTEGRATIVE@GVSU.EDU)  
[WWW.GVSU.EDU/INTEGRATIVELEARNING](http://WWW.GVSU.EDU/INTEGRATIVELEARNING)  
616-331-8200

## Table of Contents

Welcome to the Brooks College Advising Center	3
The Difference Between Brooks Advising Center vs. Faculty Advising	4
Student Resources: Academic, Personal, Professional	5
Brooks Advising Calendar Throughout the Year	6
Brooks Advising Calendar Throughout the Year	7
Advising Communications Calendar	8
Sample Email, Caseload & Univ. Wide Advising Center	9
How to Search for Information	10
General Ed & MACRAO	11
Registration & Financial Aid Policies	12
Registration & Financial Aid Policies	13
Probation/Low GPA	14
Additional Forms & Common Resources	15
Best Practices & Advising Resources	16
Best Practices & Advising Resources	17
Commonly Asked Q & A's by Students	18
Commonly Asked Q & A's by Students	19
Commonly Asked Q & A's by Students	20
Commonly Asked Q & A's by Students	21
Registration	22
Registration	23
Brooks Professional Series	24
The Laptop Recycling Project	25
Co-Curricular Program	26
Brooks College IDS One Credit Classes	27
The Community Reading Project & Contact Information	28

## Brooks College of Interdisciplinary Studies

### 2017-2018 ONE CREDIT COURSES

#### FALL 2017

**IDS 180-01: Sustainability as a Lifestyle.** Yumi Jacobic, Wednesday 11:00AM-12:30 PM (partial term)

This course takes a deeper look at sustainability best practices. It is designed to provide a comprehensive perspective of sustainability, to understand its importance through an academic lens, and to use the campus as a living laboratory. Students will learn through lectures, field trips, reading, and group activities

**IDS 180-02: Intergroup Dialogue.** Joel Wendland, Thursday 10:00-10:50 AM

**IDS 180-03: Intergroup Dialogue.** Takeelia Garrett, Monday 11:00-11:50 AM

Intergroup Dialogue creates a safe space in which difficult but less inhibited conversations about social identities-such as race, gender, sexuality, gender identity, or religion -can take place. The conversations will increase intergroup learning, build new experiences with social action, increase knowledge about social group identities of self and others, and reduce stereotypes and prejudice. Students create a shared sense of meaning about the issues at stake in the dialogue and take some larger campus of community social justice action to alter barriers to intercultural relationships.

**IDS 180-05 (WGS 180-02): Changing the Game: Title IX, Gender, and Athletics in American Universities.** Jae Basiliere and Julia Mason, Monday and Wednesday 3:00-4:15 PM (partial term)

This course will use immersive role playing centered on Title IX and the debate over athletics at the college and university level to examine what equality means in a democratic society. It seeks to draw students into the past, promote engagement with big ideas, and improve intellectual and academic skills while analyzing gender justice.

**IDS 180-06(ENG 180-10 / SOC 180-01): We Gon' Be Alright: Social Justice in the Age of Resegregation.** Jennifer Stewart, Monday and Wednesday 12:00-12:50 PM (partial term)

This course is a multi-disciplinary examination of race, cultural and social segregation, and social change. During the semester, we will explore the history of race and segregation as well as contemporary patterns of "race and place". Each Monday a different instructor will present their disciplinary contribution and interpretation. The course will focus on the work of Jeff Chang and will culminate in his visit to GVSU in October.

**IDS 181-01: Intercultural Competence for Study Abroad.** Elena Selezneva, Wednesday 9:00-9:50 AM

This course will prepare students for a rich and rewarding study abroad experience for everyone involved. The course is meant to introduce students to the challenges and opportunities of international travel, study, and living, and provide them with basic tools to ensure a successful study abroad experience.

**IDS 182: Community Reading Project.** Maureen Wolverton, Online

This course engages students in an interdisciplinary examination of the issues raised by GVSU's Community Reading Project book selection for the 2017-2018 academic year.

#### WINTER 2018

**IDS 180-01: Intergroup Dialogue.** Relando Thompkins-Jones, Thursday 4:00-4:50 PM

**IDS 180-03: Intergroup Dialogue.** Ayana Weekley, Tuesday 12:00-12:50 PM

Intergroup Dialogue creates a safe space in which difficult but less inhibited conversations about social identities-such as race, gender, sexuality, gender identity, or religion -can take place. The conversations will increase intergroup learning, build new experiences with social action, increase knowledge about social group identities of self and others, and reduce stereotypes and prejudice. Students create a shared sense of meaning about the issues at stake in the dialogue and take some larger campus of community social justice action to alter barriers to intercultural relationships.

**IDS 180-04: Good Reads on Good Eats: *The Third Plate*.** Amy McFarland, Wednesday 4:30-5:45 PM (partial term)

Sustainable food systems issues continue to be studied and written about with increasing popularity. In this class, students will read and analyze a new text in sustainable food systems. In Winter 2018, students will read award-winning chef, Dan Barber's, revolutionary food book *The Third Plate: Field Notes on the Future of Food*, and develop creative means to apply Barber's call to action to their own food system right here on campus.

**IDS 182: Community Reading Project.** Maureen Wolverton, Online

This course engages students in an interdisciplinary examination of the issues raised by GVSU's Community Reading Project book selection for the 2017-2018 academic year.





## Co-Curricular Programs

The purpose of the co-curriculum programs is to provide opportunities for intentional student learning and student development, which will compliment the goals of the LIB 100 and 201 classes. The co-curriculum is based in theory of intercultural and multicultural competence and we hope these experiences will be valuable for students faculty, and the entire campus community. Event co-coordinators apply for the designations through our office. A committee reviews the proposal, after which designations are assigned based upon the submitted program goals and objectives. The LIB 100/201 designations are then placed on the programs and events listed on the Campus Calendar. Instructors will encourage student attendance at various LIB 100/201 designated programs and events as part of their course curriculum.

### Co-Curricular Programs

*Intentional Student Learning*



***Students! attend fun events and programs as part of your LIB 100/201 course requirements.***

***Program Coordinators! Apply for LIB 100/201 designations, Create Maximum Learning and Get Maximum Exposure for your event.***

***Apply for LIB 100/201 designations for your program or event today!***



CRP Author Lecture with Claudia Rankine



Asian New Year Celebration



Sustainable Agriculture Project

For more information contact:  
The Brooks College Office of Integrative Learning and Advising  
133 Lake Michigan Hall, Phone: 616-331-8200  
[integrative@gvsu.edu](mailto:integrative@gvsu.edu)  
[www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning)

## Welcome to the Brooks College Office of Integrative Learning & Advising

The ILA Office opened in August of 2012 as a part of the Brooks College of Interdisciplinary Studies, and is the first of its kind to merge two distinct areas: Integrative Learning and Academic Advising. Our vision is to serve students by providing timely, accurate, and engaging Academic Advising, while connecting them with unique, integrative learning experiences that further their understanding of themselves and the world around them. Our office staff believes that students, when given the space, can make incredible meaning between the theoretical and the practical. We encourage students to pursue their academic interests, but support them as they develop the skills and experiences necessary for transitioning to the next stage of their careers.

We believe collaborative, interdisciplinary partnerships produce the most effective form of engagement for students, and strive to connect with as many groups on campus to begin thinking about "What do we want to make possible for our students?" We invite all members of GVSU and the greater communities to reach out to us to begin conversations. Students are always welcome to stop by or schedule a time to meet for advising or just to share ideas.

Brooks College students and those interested can find out about the following Brooks College majors, minors and certificate programs:

### Majors

Chinese Studies  
Environmental Studies (TBA)  
Global Studies & Social Impact  
Liberal Studies  
Religious Studies  
Women, Gender and Sexuality Studies

### Certificates

Intercultural Training  
Latino/a Studies  
Liberal Education & Professionals Skills (LEPS)  
Sustainable Food Systems

### Minors

African/American Studies  
Digital Studies  
East Asian Studies  
Environmental Studies  
Human Rights  
Latin American & Latino/a Studies  
LGBTQ Studies  
Middle East Studies  
Religious Studies  
Women, Gender & Sexuality Studies

### *So What Can We Offer?*

Planning a Schedule  
Choosing a Major  
Career Connections  
Internships/Service Learning  
Connecting Across Campus

### Brooks College Advising Center- What we do:

- Introduce students to all of the academic programs/options available at Brooks College.
- Review requirements of Brooks College major/minor, including the General Education program.
- Help identify courses that best fit students' interest/goals.
- Help develop a study plan, in partnership with the student, to meet short/long term objectives.
- Help navigate GVSU systems, including: Banner and MyPath Audit.
- Provide student with appropriate academic, personal, and professional resources in and around campus.
- Provide information on co-curricular, extracurricular, student organizations, and other campus activities.
- Support the professional development of a student including: internship, career, and networking advice/strategies. Also will make appropriate referrals to Career Services for continued support.
- Work in collaboration with Brooks College Faculty to support student learning and success.

### Brooks College Faculty- What they do:

- Help select courses that best fit students' academic interests/goals.
- Provide specific advice regarding study plan choices, academic discipline(s), and major/minor courses.
- Provide advice and suggestions on graduate school and careers related to academic program.
- Review degree audits in order to determine if graduation requirements have been met.
- Evaluate students' skills and interests in order to help them make appropriate decisions regarding academic fields to pursue.
- Support the professional development of a student including: internship, career, and networking advice/strategies. Also will make appropriate referrals to Career Services for continued support.
- Mentor students within their academic programs in order to provide structure, guidance, and support in the major/minor.

The Brooks College Advising Center and Brooks College Faculty are both great resources for students in or interested in our academic programs. Each student will have an assigned faculty advisor in his/her major/minor as well as a professional advisor in the Brooks College Advising Center. The student should continue to utilize both throughout his/her time in the program, as each advisor will have information/skills to support the student. Faculty advisors are particularly adept at helping students navigate the specific class options within the major/minor, and serve as wonderful mentors for students in their programs. Professional advisors at Brooks College help students understand the requirements for each major/minor, and can help them understand how academic programs, university resources, and extracurricular activities all fit together at GVSU. Students should utilize both advisors in order to receive appropriate advice and support- we all work together to help each other succeed!

For more information on the role of professional and faculty advisors, please visit our website!

[www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning)

## The Laptop Recycling Project

The Federal Environmental Protection Agency (EPA) estimates more than four million tons of e-waste are hitting landfills each year, with the numbers compounding every year. When e-waste finds its way into landfills toxic metals seep out and contaminate the soil and water, causing health problems and polluting the atmosphere.

The Laptop Recycling Project is a collaboration between sustainability efforts on the GVSU campus and our commitment to student success! Our project mission is to keep laptops out of landfills and recycle them to low-income students, and veterans, increasing student success and retention.

### How Does It Work?

Students fill out a brief application, if a student qualifies, a laptop computer will be given to the student ON LOAN, FREE of charge. It is the student's to keep until they leave GVSU, after which time the Laptop must be returned. The project gives students the tools to succeed, and keeps the laptops out of the landfills!

The project was launched with 5 laptops donated by Kim Patrick from the GVSU Surplus Store and an additional 5 made available through DJ Potter from the Center for Adult & Continuing Studies. DJ Potter has generously provided additional tech support to clean the computers of all data and re-image them so they are ready for student use.

Students are asked to come to the Brooks Advising center to fill-out an intake form. After a student is accepted into the program, they are notified when they can come back to pick-up their computer.



## Brooks Professional Series

The Brooks Professional Series (BPS) was developed to provide all of our students at Brooks College with the opportunity to grow as a professional, whether that is through a career in sustainability, finance, art therapy, child development, non-profit work, or graduate school (just to name a few).

The BPS is a series of events and opportunities throughout each academic year that will provide our students with new, unique opportunities to learn how to connect their academic interests with the appropriate level of preparedness for that “next step.” We recognize that some of these experiences (such as networking) may be unfamiliar and uncomfortable for some students; however, that’s why we’re doing it- to help students grow in their own ways.

The BPS is tailored to fit the needs of interdisciplinary studies students. We have developed and will continue to create programs that fit students interests, passions, and will ultimately allow students to successfully pursue their goals as a professional.

*“Being able to effectively market yourself is going to be key to your success - likes how the BPS programs focused on this.”- BPS Focus Group*



**Annual Networking Event**

## Student Resources

Academic	Personal	Professional
Counseling and Career Development Center (616) 331-3266 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>	Counseling Center (616) 331-3215 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>	Brooks Professional Series (616) 331-8200 <a href="http://www.gvsu.edu/integrativelearning">www.gvsu.edu/integrativelearning</a>
Dean of Students Office (academic probation) (616) 331-3585 <a href="http://www.gvsu.edu/dos">www.gvsu.edu/dos</a>	Disability Support Services (616) 331-2490 <a href="http://www.gvsu.edu/dsr">www.gvsu.edu/dsr</a>	Career and Counseling Development Center (616) 331-3266 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>
Frederick Meijer Writing Center (616) 331-2922 <a href="http://www.gvsu.edu/wc">www.gvsu.edu/wc</a>	Financial Aid (616) 331-3234 <a href="http://www.gvsu.edu/financialaid">www.gvsu.edu/financialaid</a>	Career Exploration (616) 331-3311 <a href="http://www.gvsu.edu/fivequestions">www.gvsu.edu/fivequestions</a>
Integrative Learning (Co-Curricular Events) (616) 331-8200 <a href="http://www.gvsu.edu/integrativelearning">www.gvsu.edu/integrativelearning</a>	Housing & Residence Life (616) 331-2120 <a href="http://www.gvsu.edu/housing">www.gvsu.edu/housing</a>	Career Resources/Jobs/Employment (616) 331-3311 <a href="http://www.gvsu.edu/careerresources">www.gvsu.edu/careerresources</a>
IT Support (Help Desk, MyBanner, MyPath) (616) 331-2101 <a href="http://www.gvsu.edu/it">www.gvsu.edu/it</a>	LGBT Resource Center (Allies & Advocates) (616) 331-2530 <a href="http://www.gvsu.edu/lgbt">www.gvsu.edu/lgbt</a>	Career Services (DeVos) (616) 331-6708 <a href="http://www.gvsu.edu/careers">www.gvsu.edu/careers</a>
MS3 – Math & Science Student Support (616) 331-2084 <a href="http://www.gvsu.edu/math">www.gvsu.edu/math</a>	Money Smart Lakers (616) 331-3238 <a href="http://www.gvsu.edu/moneysmart">www.gvsu.edu/moneysmart</a>	Career Services (Allendale) (616) 331-3311 <a href="http://www.gvsu.edu/careers">www.gvsu.edu/careers</a>
Office of Fellowships (616) 331-2543 <a href="http://www.gvsu.edu/fellowships">www.gvsu.edu/fellowships</a>	NonTraditional Students (616) 331-7360 <a href="http://www.gvsu.edu/nontraditional">www.gvsu.edu/nontraditional</a>	Grand Rapids Chamber of Commerce (616) 771-0300 <a href="http://www.grandrapids.org">www.grandrapids.org</a>
Office of Undergraduate Research and Scholarship (616) 331-8100 <a href="http://www.gvsu.edu/ours">www.gvsu.edu/ours</a>	Office of Multicultural Student Affairs (616) 331-2177 <a href="http://www.gvsu.edu/oma">www.gvsu.edu/oma</a>	GVSU Experience Matters (616) 331-3311 <a href="http://www.gvsu.edu/experiencematters">www.gvsu.edu/experiencematters</a>
Registrar/Records Office (616) 331-3327 <a href="http://www.gvsu.edu/registrar">www.gvsu.edu/registrar</a>	Padnos International Center (616) 331-3898 <a href="http://www.gvsu.edu/studyabroad">www.gvsu.edu/studyabroad</a>	Laker Jobs (616) 331-3311 <a href="http://www.gvsu.edu/careers/lakerjobs">www.gvsu.edu/careers/lakerjobs</a>
Scholarship Information (616) 331-3234 <a href="http://www.gvsu.edu/financialaid">www.gvsu.edu/financialaid</a>	Recreation Center (616) 331-3659 <a href="http://www.gvsu.edu/fieldhouse">www.gvsu.edu/fieldhouse</a>	Linkedin for GVSU Alumni (616) 331-3590 <a href="http://www.gvsu.edu/alumni/social-networking-groups">www.gvsu.edu/alumni/social-networking-groups</a>
Structured Learning Assistance (616) 331-3267 <a href="http://www.gvsu.edu/arsp">www.gvsu.edu/arsp</a>	Student Life (616) 331-2345 <a href="http://www.gvsu.edu/studentlife">www.gvsu.edu/studentlife</a>	Outside Employment Websites: <a href="http://www.mitalent.org">www.mitalent.org</a> <a href="http://www.career.com">www.career.com</a> , <a href="http://www.monster.com">www.monster.com</a> , <a href="http://www.mlive.com">www.mlive.com</a>
Student Academic Success Center (616) 331-3451 <a href="http://www.gvsu.edu/sasc">www.gvsu.edu/sasc</a>	Transitions (616) 331-2913 <a href="http://www.gvsu.edu/transitions">www.gvsu.edu/transitions</a>	Student Employment (616) 331-3238 <a href="http://www.gvsu.edu/studentjobs">www.gvsu.edu/studentjobs</a>
Testing Services (616) 3588 <a href="http://www.gvsu.edu/testserv">www.gvsu.edu/testserv</a>	Veterans Network (616) 331-3327 <a href="http://www.gvsu.edu/veterans">www.gvsu.edu/veterans</a>	Women's Community Collaborative (616) 331-2748 <a href="http://www.gvsu.edu/women_cen">www.gvsu.edu/women_cen</a>
Tutoring Center (616) 331-3451 <a href="http://www.gvsu.edu/tc">www.gvsu.edu/tc</a>	Women's Center (616) 331-2965 <a href="http://www.gvsu.edu/women_cen">www.gvsu.edu/women_cen</a>	Young Professionals Nonprofit Network of Greater GR Email: <a href="mailto:info@ynpngr.org">info@ynpngr.org</a> <a href="http://www.ynpngr.org">www.ynpngr.org</a>

## Brooks Advising Calendar Throughout the Year 2017-2018

### August 2017

- Review & set-up Student Success Collaborative (SSC) Info.
- Welcome back email to students w/ office hours and contact info.
- 8/28 - Classes Begin.
- 8/28-9/1 - Drop/ Add Week.

### September 2017

- 9/3-9/5 - Labor Day Recess.
- 9/22 - 75% Tuition Refund.
- Encourage student participation in a Co-Curricular Program or Event.
- Encourage student participation in the Brooks Professional Series for 2017-2018.

### October 2017

- 10/19 - Fall Career Fair, (1:00pm-5:00pm, DeVos Convention Ctr., GR).
- **10/28 - Withdrawal Deadline.**
- Review GVSU Inclement Weather Policy.

#### Mid Semester Student Follow-Up:

Dec Grads - Applied for Graduation & Met Requirements?

Student Registered for W18?

Mid-Term Grade Checks - Interventions Needed?

### November 2017

- 11/22-11/26- Thanksgiving Recess
- Follow-up with juniors/senior regarding internships/jobs/grad school (3.0 Entrance GPA)/"Next-Steps"
- Begin applying for Scholarships/ Fellowships
- SASC Help available for Final Exams.

### December 2017

- 12/9 - Classes End and Commencement.

#### End of Semester:

Follow-up with students not registered for W18 (SSC email campaign).

Check final grades

Send emails to JOD/ Proh./Low GPA/ students with D or F in a course.

## Registration and Drop/Add:

1. Go to myBanner and log in using your G# and PIN
2. Select the Student tab > Registration
3. Select 'Add or Drop Classes'

Registrations and Drop/Add will also be accepted in person, or at any of our Student Assistance Centers, Allendale is located at 150 STU.

**Prerequisites** - Prerequisite courses provide the background necessary for successful performance in a course. The university uses an automated check of students' records, including transfer work and test scores at the time of registration, to determine whether students have successfully completed the prerequisites for certain classes. Students will be permitted to register if they have satisfactorily completed, are currently enrolled in the prerequisites for the course, or have departmental approval to be in the course. Refer to the online Catalog to check for prerequisite lists.

**Electronic Overrides** - If a course requires a registration permit, is closed, or prevents registration based on major, class, prerequisite etc., students can request electronic overrides through myBanner. A list of registration error messages, their meanings, ways to resolve them, and instructions for requesting a registration override through myBanner can be found on the Registrar's website.

All decisions regarding registration overrides are made by the academic department that offers the course. After the request has been submitted, all communication regarding the status of the request is sent to the student's GVSU email address. If the request is approved, the academic department will enter the electronic override into the Banner system, and the student is then able to register. The issuance of an electronic override does not automatically register you in the course.

**Linked Courses** - When registering for a class that requires multiple pieces (lecture, discussion, lab), you must register for all the linked pieces simultaneously. Click on the section's course reference number (CRN) to determine which additional pieces are needed. If you do not register for all the required pieces or if you attempt to register for pieces that are not linked to one another, you will receive a 'LINK ERROR' message. If you perform an incomplete registration for a linked course and register for a lab only, your lab will be dropped.

**Duplicate Registration** - Students who register for the same class in multiple future semesters will be dropped from the class(es) for all subsequent terms. The Advising center will email students of duplicate registrations based upon reporting from the Registrar's office.

**Financial hold** - Contact Student Accounts at (616) 331-2209 to resolve your account balance and have the hold lifted.

**Advisor Approval hold** - Meet with your advisor to develop a class schedule. Obtain the signature of your advisor on a Registration/Drop/Add Form and submit it to a Student Assistance Center to have the hold lifted.



## Registration

Registration is a stressful time for students and we get that! That is why the Advising center created a simple Five-step process for students to follow to help with registration. Registration puts a student on a trajectory towards a successful academic career at GVSU! Below you will find the Five-step process:

### Step One - Finding The Classes You Love

Grand Valley's liberal education fosters critical thinking, creative problem solving, and cultural understanding for the benefit of lifelong learning and global citizenship. That is quite a mouth-full! Let's make it simple. On the cover of the General Education Brochure is a quote from a student that says it all, *"I had a vague interest in a General Education class and I took it and ended up falling in love. That's how I found my major"* - Shukri Bana, class of 2016. Step one in the registration process is looking for classes you love and then finding out how they will work in your schedule and program. Go to the online Catalog and look at course descriptions, something just might interest you!

### Step Two - Make An Appointment With An Advisor

The vision of the Brooks College Office of Integrative Learning and Advising is to serve students by providing timely, accurate, and engaging Academic Advising. So, you found classes you love; it is now our job to accurately fit them into your program, advancing you towards graduation, and achieving your academic goals. To make an appointment with our advisor, Jennifer Jameslyn, call our office at 616-331-8200, M-F, 8:00am-4:00pm, or utilize our online appointment scheduler 24/7, [www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning).

### Step Three - Create A Study Plan With Your Advisor

A Study Plan is an Academic Blue Print of what classes you will be required to take to finish your chosen major or minor. You and your advisor will fill-out the study plan together, making sure you take all of your required classes and the classes you have found that you love! Go to our website and find the Study Plans for your major or minor within Brooks College.

### Step Four - Check The Registration Schedule

Each year the Registrar prints a registration schedule for students. The dates students can register are based on class standing. Class standing for registration is based upon current class standing plus attempted hours being taken in the Winter semester. Go to the Registrar's website to find the Registration Schedule.

### Step Five - Register For Classes On Banner

If you are a Senior you have been through this process many times, but if you are a Freshman, you just might need a quick reminder about how to register through Banner. Remember, you can register for the entire academic year!

## Brooks Advising Calendar Throughout the Year 2017-2018

### January 2018

- Welcome back email w/office hours and contact info.
- 1/8/18 - Classes Begin.
- 1/8-1/12 - Drop Add Week.
- 1/15/18 - MKL Day Recess (encourage student participation at service learning project).
- Encourage student participation in a Co-Curricular Program or Event, and the BPS.

### February 2018

- 2/1 - Study Abroad Applications Due.
- 2/3-75% Tuition Refund.
- 2/22 - Winter Career Fair (DeVos, 1-5pm, GR).
- 2/23-Student Scholars Day Registration Due.

#### Mid-Semester Student Follow-Up:

April/Summer Grads applied for Graduation?  
Mid-Term Grade Checks - Interventions Needed?

### March 2018

- 3/1 - FAFSA Deadline.
- 3/4-3/11 - Spring Break.
- **3/9 - Withdrawal Deadline.**
- 3/19 - Registration Begins.
- Guest Student Applications - summer courses at other Universities or Comm. Colleges.
- SASC Help available for Final Exams.

### April 2018

- 4/21 - Classes End.
- 4/28 - Commencement.

#### End of Semester:

Follow-Up with Students not registered for 2018-2019 (SSC Campaign).  
Check Final grades/graduations/ etc.  
Send email to JOD/Proh./Low GAP/D or F in class.

### May 2018

- 5/7 - Classes Begin for SS.

#### Advising Conferences

NACADA Conference - Oct 11-14, 2017, St. Louis, MO

AACU Annual Meeting - Jan 24-27, 2018, Washington, D.C.

NACADA Conference - Sept 20-Oct 3, 2018, Phoenix, AZ

## Advising Communication Calendar

### Week of August 28th: All faculty advisors send welcome back email to advisees

- Introduce/Re-introduce themselves.
- Encourage them to meet at least once throughout the semester-schedule early!
- Provide Advising Hours to students and best way to reach you/set up that time.
- Information on your role and how you can support students, as well as brief expectations during advising process (email response time, professionalism, etc.).
- Brooks College Advising Newsletter- be on lookout for, [www.gvsu.edu/integrativelearning/newsletter](http://www.gvsu.edu/integrativelearning/newsletter). The newsletter is mailed on the first Monday of every month during the academic year. The newsletter is written for students keeping them informed of important new and events within Brooks College.

### Week of January 8th: All faculty advisors send email to advisees

- Welcome back to GVSU and welcome to new students in caseload.
- Updated advising hour times/reminder of how to get in touch with you.
- Reminder about scheduling/meeting for registration- schedule early to stay ahead.

### The Brooks College Office of Integrative Learning and Advising

Referrals and Utilization: At any time, please feel free to refer students directly to our office. We are also available to meet with faculty one-on-one at any point for questions about:

- MyPath/Audit Reviews
- Updates on Policies
- Help with Student Advising Issues
- Training

The Brooks Advising Center Director will send out update emails once a month, focusing on policy updates and case studies.

Study Plans have been developed for all departments within Brooks College. The Study Plans are a vital tool used to help students plan their academic curriculum, and ultimate academic success. The Study Plans are updated each academic year and are available on our website: [www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning).

Please visit our website for: Faculty Resources, MyAdvising Action Plans, Post Appointment Resources, information regarding our Brooks Professional Series and More !

**16. What can I do to protect my educational records?** DO NOT reveal your G number or password to anyone. Immediately change the password that you were given and change it again at least once a semester. When you are finished using myBanner, be sure to log off and exit. Those students who do not desire the release of their directory information can complete a Request to Withhold/Release Directory Information Form and submit it to either the Allendale (150 Student Services) or Pew Campus (115C DeVos) Registrar's Office.

**17. Where can I find a list of building abbreviations, course acronyms and major and minor acronyms?** A listing of all abbreviations and acronyms can be found on the Registrar's website.

**18. How do I apply to be a guest student?** Students who are enrolled at another institution and would like to take a class at Grand Valley should complete a Guest Application form and submit it to their school's registrar's office. Grand Valley students should return their completed guest application to the GVSU Registrar's Office.

**19. How do I find my advisor's information?** Go to the Registrar's website for a short video on how to locate your advisor and their contact information.



The *Wish Upon A Star*, play area, located within the Brooks Advising Center, allows students with children greater accessibility to the advising center. No need to hire a sitter, the student just brings the kids along, they play, and the student gets the advising help they need!



## Commonly Asked Q & A's By Students Continued

**11. What is an Incomplete (I) grade?** An incomplete is a temporary grade given for work that is lacking in quantity to meet course objectives. It may be assigned when illness, necessary absence, or other reasons generally beyond the control of the student prevent completion of the course requirements by the end of the semester. This grade may not be given as a substitute for a failing grade or withdrawal. Unless changed by the instructor, the I will be changed to an F (NC when appropriate) according to this schedule: fall semester incompletes- end of winter semester; winter and spring/summer incompletes- end of fall semester.

**12. I need a letter sent to my insurance company, employer, etc. to verify my full time student status. How do I get one?** Enrollment verification certificates can be printed through myBanner to use when verifying enrollment to insurance providers or other organizations requiring proof of enrollment. The certificate can be printed and then addressed to the recipient in the upper right-hand corner. More details about enrollment verifications can be found on the Registrar's website.

**13. Do classes that I transfer into Grand Valley affect my GPA?** No, only classes completed at Grand Valley affect your GPA. How do I transfer credits from another school to Grand Valley? Request that an official transcript from the school be sent to the Registrar's Office, 1 Campus Drive, 150 Student Services, Allendale, MI 49401. Use the Course Equivalency Guide to determine how your course will transfer to Grand Valley.

**14. Where can I get a catalog or a course description?** In order to provide the most current information, the Grand Valley catalog is online at [www.gvsu.edu/catalog](http://www.gvsu.edu/catalog). The online catalog dates back to 2005-2006, printed catalogs are also available at this link. If a course description prior to what is available online is needed, call the Registrar's Office at (616) 331-3327 or email [regdept@gvsu.edu](mailto:regdept@gvsu.edu).

**15. What is an advisor approval hold?** How do I get it removed? Students whose cumulative GPA falls below 2.0 are required to meet with an advisor to develop a schedule for upcoming semesters. Once the student receives the advisor's approval (via a signature on a drop/add form) and submits the signed form to the Registrar's Office, the hold will be lifted and the students will be able to register via myBanner.

## Sample Email , Caseload & The University- Wide Advising Center

Dear students,

I hope you had a wonderful break. I'm writing to you as your faculty advisor within the \_\_\_\_\_ program, to remind you of a few important things. I value the chance to get to know each of you, and so I hope we have a chance to touch base soon. As a reminder:

- Please plan to meet with me once during the coming semester. My advising/office hours are (fill in blank) and you can email me directly to set up a time to meet.
- Email is the best way to get ahold of me. I will do my best to respond to all student emails within 48 hours. I will answer quick advising questions via email, but, for longer questions, (scheduling, etc.) please make an appointment.
- Remember that the first week of classes is the add/drop week. During this time, you can add and drop courses without additional charge. By Friday at 5:00, you will no longer be able to do so. Please let me know if you have questions about this.

I look forward to seeing all of you this semester. Have a great first week, and don't hesitate to reach out if you have any questions.

Best, \_\_\_\_\_

### Caseload:

- Your advising caseload will change constantly, depending on students entering/leaving program (s). It's important to visit Banner (Additional Student Information) to view updated lists before sending out emails.
- You may meet with students that are not technically assigned to you- please have them change their advisor on banner to reflect preferred advisor. They can go to Banner- Student- Student Information- Change Major- type in new advisor name to do so. You can also have the department coordinator assist with this.
- It is really important that advisors set a clear expectation with their students about their email response time, as well as the types of questions you're willing to answer via email (vs. an in-person meeting). It is also imperative that, barring unforeseen circumstances, you hold yourself accountable/prioritize students' emails to the best of your ability.

### University-Wide Academic Advising Office and Website ([www.gvsu.edu/advising](http://www.gvsu.edu/advising)):

Please visit the University-Wide Academic Advising Website. Take the time to read about the newest university advising standards, including:

- The Student Success Collaborative (EAP) how to input advising notes and utilize the software.
- Important Advising Links and Resources.
- Other Advising Centers.
- Professional Development and much more.

## Searching for Information

GVSU's Web pages are filled with information, policies, etc., and it is all searchable! Every Homepage has a search bar located at the top of the page. Type in the department or person who you are looking for, the search function will take care of the rest.

Below is a list of some of the pages an Advisor will need to become familiar with:

**Career Center: The 5 Questions , Internships and LakerJobs.**

**Financial Aid: Tuition Costs, Payment types/ Deadlines/Scholarships.**

**Registrar: Forms Library, Registration Information, How-to Videos, Graduation Information.**

**Student Academic Success Center: Tutoring, Academic Success Videos, Workshops.**

**Writing Center: Help writing papers.**

**Speech Lab: Help speaking in front of an audience.**

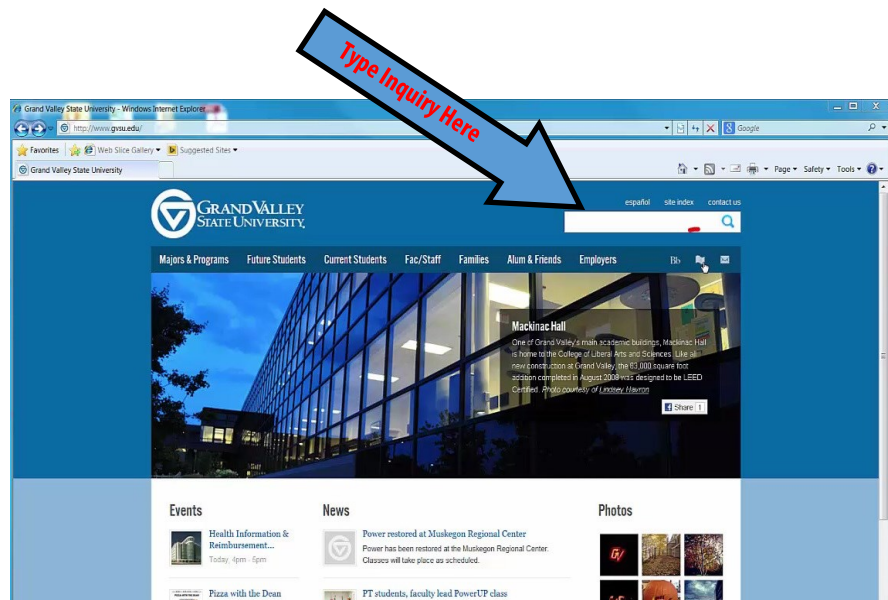
**Student Life/Organizations: Events, Organizations, Service Learning.**

**Padnos International Center: Study Abroad applications and First Step Meetings.**

**Testing Services: Math Placement, etc.**

**The Counseling Center: Personal and Group Counseling, Workshops, Events, Referrals.**

**General Education: Quick Guides, Requirements.**



## 6. I was dismissed. How do I appeal?

**Undergraduate:** A dismissed student may apply for readmission after a period of one calendar year. Evidence of maturity and improved attitude toward academics as well as the written support of the student's academic advisor must accompany the application for readmission. Petitions are reviewed by the Academic Review Committee on a continual basis. Approval of a petition allows the student to enroll on a conditional basis, as stipulated by the committee. The academic standing for a readmitted student will be jeopardy of dismissal. The Petition to Return form is available on the Registrar's website.

**Graduate:** A degree-seeking or certificate-seeking graduate student may appeal. If the program does not have a published appeals process, the appeal shall be to the dean of the college in which the graduate program is housed. The student may appeal the decision of the dean of the college and to the provost or the provost's designee. The result of each appeal shall be reported to the Dean of The Graduate School. A nondegree graduate student may petition the Dean of The Graduate School for reconsideration of a decision. If such reconsideration is unsuccessful, the student may appeal the decision to the provost or provost's designee.

**7. What is a re-entry?** A student who was previously enrolled in good standing at Grand Valley and has not attended for two consecutive semesters must contact the Registrar's Office at 616-331-3327 to update their records and have the re-entry hold lifted.

**8. How do I receive my final grades for a semester?** Students will receive an email sent to their Grand Valley Gmail email address when grades are final. Students are then able to log into myBanner to view their grades via the 'Student Records' menu. Grade cards or mailers are no longer sent. Instead, students who need a written confirmation of their grades should request an official transcript.

**9. How many times can I repeat a course?** A student may repeat any course one time. When repeating a course, the grade earned shall be the grade of record, but the grades of all courses attempted will remain on the student's official transcript. Note that W, AU, I, CR, and NC do not replace earlier grades.

**10. How do I take a class as credit/no credit or audit a course?** Undergraduate students may elect certain undergraduate coursework on a credit/ no credit basis. A maximum of 10 semester hours of major, minor, or cognate courses within the major may be taken on a credit/ no credit basis only with the consent of the student's major department. A maximum of 25 percent of a student's hours of Grand Valley courses earned to fulfill graduation requirements may be taken on a credit/no credit basis (Credit = C or above for undergraduate courses, Credit = B or above for graduate courses). Courses that are graded CR/NC as the standard grading scheme (e.g. internships) do not count in the maximums stated above. Consent is unnecessary if the course is an elective, a general education course, or a degree cognate. Students who wish to take a course as credit/no credit must indicate their intent to the registrar by completing a Credit/No Credit Form during the first five class days of the semester. Changes from a grade to credit/no credit and vice versa will not be allowed after the first week of the semester.

Any student may register to take a course on an audit (or non-credit) basis, provided admission and course prerequisites have been met. Students who wish to audit a course must indicate their intent to the registrar by completing a credit/no credit form (write audit on the form) during the first five class days of the semester. Changes from credit to audit and vice versa will not be allowed after the first week of the semester. Tuition costs for auditing a course are the same as taking it for credit.

## Commonly Asked Q & A's By Students

**1. What is my G number? What is my password?** When Grand Valley converted to the Banner system in 2006, a unique identifier was assigned to everyone (students, staff, vendors) affiliated with Grand Valley and it replaces all previous ID numbers. It is a "G" followed by eight numerical digits and has no meaning outside of campus.

A password is assigned to each student, and is used to establish a student's myBanner account. Newly admitted or re-enrolling students will receive their initial password in their admission letter. After logging in for the first time, the system will tell you that your password is expired and you will be required to choose a new password. Your new password must be six to ten characters long, and may include a combination of both numbers and letters. Need your G number or password? Contact the Registrar's Office during normal business hours at (616) 331-3327 or [regdept@gvsu.edu](mailto:regdept@gvsu.edu).

**2. I've lost my Grand Valley student ID card. How do I get a new one?** A replacement for your Grand Valley ID card may be obtained at any of the Student Assistance Centers in Allendale, Grand Rapids, Holland, Muskegon, or Traverse City. There is a \$15 fee for each replacement card.

**3. What is my Grand Valley email address? How do I access it?** Grand Valley provides a free Gmail email account for each student and it is required that each student use it. Since Gmail is the official email provider for the university, that is where all Grand Valley communications will be sent. Go to the Information Technology website for more information.

**4. How do I change my name?** Students must acquire a new social security card with their new name and submit it to the Registrar's Office with a completed Name Change Form.

**5. How do I know if I have a hold on my account?** What are the various holds and what do they mean? Students may view holds on their account by logging into myBanner, selecting 'Registration' menu and choosing 'Registration Status.' Common holds include:

**Academic-** this hold prevents registration. The student must complete a Petition to Return form and provide supporting documentation to be reviewed for readmission.

**Financial-** this hold prevents registration, drop/add, and the ability of a student to obtain a transcript. The student owes a financial balance that must be settled with the Student Accounts Office.

**Dean of Students-** this hold prevents registration. Contact the Dean of Students' Office for more information.

**Re-entry Required-** this hold prevents registration, and is added to a student's record when a student has not attended Grand Valley in two or more semesters. Contact the Records' Office at 616-331-3327 to have your records updated and the hold removed.

**Advance Registration-** this hold prevents registration for a future term on a date prior to your assigned registration date. The hold will be automatically removed on the student's date to advance register. The student does not have to do anything to have the hold removed.

## General Education and MACRAO

### MACRAO/MTA Transfer Agreement

The Michigan Association of Collegiate Registrars and Admissions Officers [\[MACRAO\] Transfer Agreement](#) and the [Michigan Transfer Agreement \[MTA\]](#) is designed to facilitate transfer from community colleges to baccalaureate colleges and universities.

MACRAO/MTA satisfies Grand Valley's general education Foundations, Writing 150, and one Supplemental Writing Skills course. Students transferring with a MACRAO/MTA are still required to demonstrate proficiency in mathematics (MTH 110), fulfill the junior-level writing requirement (a satisfactory score on the junior-level assessment essay or a grade of C or better in WRT 305), and complete one SWS course in the major or division as part of Grand Valley's basic skills requirements. In addition, they must also fulfill the two-course cultural emphasis requirement, and one three-course Theme within the General Education Program.

Students should complete a MACRAO/MTA Audit at community college in order to get the MACRAO/MTA STAMP on the official transcript. Students are responsible for ordering official transcripts after completing courses at community college.

### The following Community Colleges senior institutions participate in the MACRAO/MTA Transfer Agreement:

Alpena CC, Bay de Noc CC, Bay Mills CC, Delta College, Glen Oaks CC, Gogebic CC, Grand Rapids CC, Henry Ford CC, Jackson CC, Kellogg CC, Kirtland CC, Lake Michigan College, Lansing CC, Macomb CC, Mid Michigan CC, Monroe County CC, Montcalm CC, Mott CC, Muskegon CC, North Central MC, Northwestern MC, Oakland CC, St. Clair County CC, Schoolcraft College, Southwestern MC, Washtenaw CC, Wayne County CC, West Shore Adrian College\*, Albion College, Baker College, Calvin College\*, Central Michigan University, Cleary University, Concordia University\*, Davenport University, Eastern Michigan University\*, Ferris State University\*, Finlandia University\*, Grand Valley State University\*, Lake Superior State University, Lawrence Tech. University\*, Madonna University\*, Marygrove College, Michigan State University\*, Michigan Tech. University\*, Northern Michigan University\*, Northwood University, Oakland University\*, Olivet College, Rochester College, Saginaw Valley State University\*, Saint Mary's College, Siena Heights University\*, Spring Arbor University, Western Michigan University

**\*Senior institutions with limitations or exceptions to the MACRAO/MTA Transfer Agreement. Check with your Community College advisor/counselor and an admissions representative from the senior institution to learn more about these limitations or exceptions before you transfer.**



## Registration and Financial Aid Policies for the Advisor

**Add/Drop Week:** During the first week of classes, students may add/drop courses without financial repercussion. This is also the time when they are able to add and drop courses on their own without departmental/instructor permission.

**Late Add/Drop (W's):** After the first week of classes, any classes a student chooses to drop will receive a "W" on their transcript. Additionally, the tuition refund is no longer at 100%. It starts at 75% after the first week and then goes down accordingly (see official registration calendar)

If a student wants to add a course after the first week of classes, they will typically need to obtain the instructor and department chair's signature prior to enrollment (this will vary by department). Students will fill out a late drop/add form to do this and submit to records office. Please keep in mind that after the first week of courses, students will be charged additional tuition for adding another course (unless they fall within the block credit hour range (12-15) still).

Any student seeking exception to the late withdrawal rule (i.e. they had extenuating circumstances that prevented them for dropping the course by the deadline), they must present to the Director of the Student Academic Success Center an explanation of the appeal, drop/add form signed by the professor of the course and the department chair, and at least one statement of support from the professor or department chair.

**Complete Withdrawal/TRAC Appeal:** Sometimes it is necessary for a student to drop all of his/her classes during the semester. If this is before the "W" deadline, a student can do so through banner

If the student wishes to do so after the "W" deadline, they should complete the "Complete Withdrawal Form" and submit it to the Registrar's Office. This should be done before the first day of exams!

If a student is withdrawing for extenuating circumstances and wishes to pursue a refund for the dropped courses, they can file a Tuition Refund Appeal (TRAC) to the Records Office. They would use the TRAC form to do so. If they are only dropping their courses and don't wish for a refund- they can just complete the Complete Withdrawal Form. If they would also like to pursue tuition refund, they can file a TRAC appeal. The committee reviews every two weeks approximately.

**Financial Aid:** Amount will vary according to enrollment status (part time vs. full time). IF a student is at least at 6 credits, they are eligible for aid. ALL students should be sent to the Financial Aid office to confirm details as this information is constantly changing.

## Working With Multiple Student Populations

### Advising First Generation Students

First Generation College Students: Their Challenges and the Advising Strategies that can help, by Khalilah A. Payne, IUPUI

<http://dus.psu.edu/mentor/old/articles/070131kp.htm>

Working with First-Generation Students- FTLC GVSU Resource Page

[gvsu.edu/ftlc/working-with-first-generation-students-135.htm](https://gvsu.edu/ftlc/working-with-first-generation-students-135.htm)

### Advising At-Risk Students (includes underprepared, underrepresented, and returning adult students, among others)

"Advising at-risk students in college and university settings," by Dana Heisserer and Phil Parette.

<http://www.freepatentsonline.com/article/College-Student-Journal/85007770.html>

"Getting Prepared for the Underprepared," by Robin Jones and Kimberly Becker

<http://dus.psu.edu/mentor/old/articles/020415rj.htm>

### "Advising Academically Underprepared Students," by Marsha Miller and Coleen Murray

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Academically-underprepared-students.aspx>

## Books, Article, Research, and Case Studies

NACADA Clearinghouse- great resource for all issues related to advising. Provides a simple, searchable database covering a wide range of topics.

<http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx>

The Mentor, an Academic Advising Journal

<http://dus.psu.edu/mentor>

The Undecided College Student: An Academic and Career Advising Challenge by Virginia Gordon

The Academic Advising Handbook by Virginia Gordon, et. Al

Academic Advising Approaches: Strategies That Teach Students to Make the Most of College by Jayne K Drake, Peggy Jordan, and Marsha A. Miller

How to make the most of your office hours by Margaret Walsh, PHD

<http://www.facultyfocus.com/articles/teaching-and-learning/how-to-make-the-most-of-your-office-hours>

Faculty Advising in a Learner-Centered Environment

<http://www.nacada.ksu.edu/Portals/0/ePub/documents/27-2%20June%202004.pdf>

## Best Practices & Advising Resources

### Appreciative Advising

*Appreciative Advising is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.*

[AppreciativeAdvising.net](http://AppreciativeAdvising.net)

The Journal of Appreciative Education (UNC-Greensboro)

### Strengths-Based Advising

*An approach to advising that enables advisors to identify and build on the inherent talents the students bring with them into the college and university setting, teaching students to develop and apply their strengths to new and challenging learning tasks (Schreiner, ASU). (Copy all the links and paste into your browser.)*

<http://strengths.southmountaincc.edu/wp-content/uploads/2011/12/Strengths-Based-Advising.pdf>

[https://www.apu.edu/strengthsacademy/pdfs/strengths-based\\_advising.pdf](https://www.apu.edu/strengthsacademy/pdfs/strengths-based_advising.pdf)

<http://www.nacadajournal.org/doi/abs/10.12930/0271-9517-25.2.20>

### Intrusive/Proactive Advising

*A model of advising that is action-orientated to involving and motivating students to seek help when needed. This often requires the advisor to do more intentional outreach.*

The First Critical Outreach Point in Intrusive/Proactive Advising, by Joe Murray

<http://academicimpressions.com/news/first-critical-outreach-point-intrusiveproactive-advising?awp=0&qq=25165b178513mP1001>

"Proactive (Intrusive) Advising!" by Jennifer Varney

<http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Proactive-%28Intrusive%29-Advising%21.aspx>



Appointment Manager is our online appointment scheduling system. Students can now schedule an appointment 24/7, just go to our website: [www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning), and follow the links to schedule an appointment!

An after hours telephone answering system and email is also available to help increase accessibility to advising for our Brooks College students. If a student works during the day they can always schedule a telephone appointment, just call our office for an appointment.

## Registration and Financial Aid Policies for the Advisor

**Students who are "Dual Enrolled"** (meaning they are taking courses at two universities in a given semester) have a few options with regard to residency. If they are taking at least as many credits at GVSU as the other school they enrolled in (GRCC for example), this will not count against their residency requirement.

Be careful of students who are repeating a course. If they are repeating a course in their last semester or two, BOTH the current and older course will be counting in MyPath until the repeat course is complete. When meeting with students, check to make sure you are not counting those additional credits in the overall total.

**30/20 rule:** Students must have 30 unique credits in each major and 20 unique credits in each minor. In case of overlapped credits, this must still apply.

For example, if a student's major is 40 credits total, and minor is 21 credits, he/she is 11 credits over the minimum number needed in each, so can technically overlap up to 11 credits between the two.

If a student has a major of 30 credits and minor is 21, there is really no overlap that can exist, as both are at/near the minimum number of unique credits needed.

**Auditors:** Responsible for degree audits, making changes to record (MyPath, etc.), and answering specific student questions related to degree audits. They are assigned to work with specific students, according to alphabet. Depending on the last name of your student, you should contact that specific auditor.

**Graduation:** In order to graduate, students need to complete the graduation application in a timely manner. Ideally, this should be done the semester prior to the expected graduation date. Some best practices to remember:

You should do an audit review with the student the semester BEFORE they graduate. Don't wait until the last semester as it will most likely be too late to change anything.

**Remember 120, 58, and 30.** Students must complete a minimum of 120 credits, 58 of them which need to be at a 4 year school, and the last 30 must be taken at GVSU (Residency Rule). There are exceptions to the Residency Rule as circumstances dictate (financial, etc.). They should fill out the residency request form on the forms page and submit to the Student Academic Success Center. Decisions are made on a weekly basis.

## Probation/Low GPA

**Overview:** There are 3 levels of probation: Probation, Jeopardy of Dismissal, and Dismissal. In short, any semester a student goes below a 2.0 they are placed on either probation or JD, depending on the number of credits and overall GPA. If a student in the following semester returns to good standing (semester GPA at 2.0 or above, or, in the case of JD, by achieving a semester GPA of 2.5 or cumulative GPA of 2.0), they will need to then return to either probation or JD before they can be dismissed (you can't go from good standing to dismissed in one semester).

**If a student is dismissed,** they will need to apply for readmission through the petition to return process. This includes meeting with an advisor to discuss plans to return and a potential schedule towards completing graduation requirements.

### GPA Chart for Dismissal and Probation

Grade Level	Semester Hours Earned:	Cumulative GPA for Dismissal	Cumulative GPA for Probation
Freshman	0-24	1.500 or less	1.501-1.999
Sophomore	25-54	1.800 or less	1.801-1.999
Junior	55-84	1.999 or less	Not applicable
Senior	85+	1.99 or less	Not applicable

## Additional Forms and Common Resources

**Student Concern:** Allows students to request a review of articulated courses and to apply courses to certain areas of the general education curriculum.

**Repeat Grade-** Necessary for students who are attempting to repeat a course more than once.

**Guest Application:** Used by any student looking to apply as a "temporary" student at another school (usually in order to take summer classes, etc.).

**FERPA:** Required for students to sign this form if others are requesting information about any area of this student's college record (academics, etc.). Fill-out this form if a student's parents are attending the advising session.

**Petition to Return:** Used by a student trying to reapply to GVSU after being dismissed.

## Additional Forms and Common Resources

### Below are some of the most common resources used:

**Advising Centers:** Located in each of the eight colleges at GVSU. Students wanting to learn about programs in a particular college should connect with the appropriate advising center. Professional Advisors in these centers provide a wealth of knowledge related to class scheduling, campus resources, and program requirements, among others. A contact guide is located in the back of the general education guide as well as on the Advising Page of the GVSU website.

**Career Center:** Provides Career Testing, resume/cover letter workshops, mock interviews, career workshops and self assessment programs (such as 5 Questions and Focus 2).

**Counseling Center:** Provides individual and group therapy, crisis services, alcohol and drug programs, online screening, and outreach peer education.

NOTE: The Counseling Center and Career Center provide different services, however, they work together to coordinate Career Development Services for students.

**Disability Support Services:** Provides students with appropriate accommodations and advocacy including extra time on tests, alternative test taking, alternative format textbooks, assistive technology, documentation for professors, note-taking assistance, van transportation service, and tutoring, among many others.

**Office of Multicultural Affairs, Women's Center, LGBTQ Resource Center, Veteran's Lounge:** All provide all students with support, programs, and resources they might need, (including food baskets, food pantry, access to outfits/clothing, and many others).

**Padnos International Center:** Coordinates all study abroad programs. Students wanting to learn more should attend a First Step meeting, held weekly. These provide the student with the basic information needed to get started.

**Student Academic Success Centers and Writing Center:** Provide students with free support, tutoring, and workshops, typically assisted by their GVSU peers. While drop-in hours may be available, most require scheduling appointments in advance. There are academic success centers on each of the two main campuses.